SEATTLE FIRE DEPARTMENT

DRAFT
Administrative Rule 9.02.17

SUBJECT: **INSPECTION, TESTING, MAINTENANCE AND REPORTING REQUIREMENTS FOR FIRE PROTECTION SYSTEMS**	EFFECTIVE DATE: _____2017
REFERENCES: Seattle Fire Code NFPA 10, 11, 12, 12A, 15, 16, 17, 17A, 25, 72, 92A, and 92B	SUPERSEDES: Administrative Rule 9.02.14, April 4, 2014.
	FCAB REVIEW DATE: February 21, 2017
NOTICE: Notice: Administrative Rules are established per Seattle Fire Code Section 104.1, and they are subject to the Administrative Sections 104.8 Modifications, Section 104.9 Alternate Materials and Methods, and Section 108.1 Appeals.	APPROVED: CHARLES CORDOVA, FIRE MARSHAL

Section 1. SCOPE

This rule shall apply to inspection, testing and maintenance requirements for fire protection systems and equipment as defined in the Seattle Fire Code, and any other systems as set forth by the fire code official.

Exceptions:

1. NFPA 13D sprinkler systems.
2. Single and multiple station smoke alarms.
3. Fire hydrants and fire service mains owned by the city of Seattle.

Section 2. DEFINITIONS

For the purposes of this rule the following words and terms have the meanings indicated below:

Certified Technician. A technician currently certified by the Seattle Fire Department in accordance with Seattle Fire Department Administrative Rule 9.01.13, and any future revisions of this rule adopted by the fire code official.

Deficiency. A condition in which a system or portion thereof is damaged, inoperable, or in need of service, but does not rise to the level of an impairment.

Emergency Impairment. An abnormal condition where a system, component, or function is out of service due to an unexpected deficiency.

Impairment. A condition where a fire protection system or unit or portion thereof is out of service, and the condition can result in the fire protection system or unit not functioning in a fire event.

Impairment Coordinator. The person responsible for the maintenance of a particular fire protection system.

Impairment Tag. A red tag used to indicate that a system, or portion thereof, has been removed from service

Planned Impairment. An abnormal condition where a system, component, or function is out of service due to work that has been planned in advance.

Service Tag and Label. A white or yellow tag or label with black type formatted in accordance with this rule used for the purpose of indicating the status of life safety system.

Test Report. A complete record of a fire protection system test, including problems found and any corrections made.

Testing. A procedure used to determine the status of a system to verify it is operating as intended by conducting periodic checks on fire protection systems such as waterflow tests, fire pump tests, shaft pressurization tests, fire alarm tests etc. The term "testing" includes acceptance testing, reacceptance testing and confidence testing.

Section 3. INSPECTION, TESTING AND MAINTENANCE REQUIREMENTS

All fire protection systems listed in Table 1, below, are required to be inspected, tested and maintained in accordance with applicable NFPA standards by individuals who have obtained the proper certificate from the fire code official in accordance with Administrative Rule 9.01.13, *Certification for Installing, Maintaining and Testing Life Safety Systems and Equipment*, and any future revision of this rule adopted by the fire code official.

> **Exception**: Although national standards generally require standpipe testing every five years, in Seattle marina standpipes are required to be tested annually.

An anniversary date will be established one year from the date of the initial system acceptance test for all new fire protection systems. The anniversary date shall remain fixed and establish the due date each year for subsequent tests.

> **Exception**: Non-marina standpipes shall have an anniversary date established five years from the date of initial acceptance. The anniversary date shall remain fixed and establish the due date every fifth year for subsequent tests.

Fire alarm systems in high rise buildings may have one fourth of the entire system tested quarterly so that the entire system is tested annually.

The building owner is responsible for ensuring the tests are performed and correcting deficiencies in a timely manner.

Section 4. TEST RECORDS AND TEST REPORTS

A record of all fire protection system inspections, testing and maintenance must be maintained on the premises for a minimum of three years. Records may be electronic or printed documents. A copy of all fire protection systems test reports is required to be submitted to the Seattle Fire Department per Section 5 of this rule.

Section 5. MANDATORY PROCESS FOR SUBMITTING TEST REPORTS TO THE SEATTLE FIRE DEPARTMENT

Effective July 1, 2017, the following process is mandatory for submitting test reports to the Seattle Fire Department.

1. All systems test reports for tests of fire protection systems conducted within Seattle as included in Table 1 are required to be sent to the Seattle Fire Department electronically via the Seattle Fire Department's third party vendor who will collect, organize, categorize, and provide to the Seattle Fire Department.

2. Certified technicians are required to register and utilize the third party vendor's single point repository service. Companies employing certified technicians are required to set up an account at the company level so that certified technicians are registered under the account of the companies employing them.

3. The company employing the certified technician shall be responsible for paying the systems test report filing fee as established in Seattle Municipal Code 22.602.090.

4. All completed test reports as listed in Table 1 shall be completely entered into to the third party vendor's website here: www.thecomplianceengine.com, using the Seattle-standard system test report forms that are incorporated into the third party vendor's website and also available for review on the Seattle Fire Department web site at http://www.seattle.gov/fire/fmo/confidence_testing/ctforms. The company employing the certified technician shall ensure that all test reports are submitted within the time frames established by the section 6 of this rule, so that the Seattle Fire Department can receive timely system test report information and confirm compliance.

5. When reporting on the tests required in table 1 below, a single report can contain test documentation for multiple fire protection systems of the same type. For example, a single sprinkler report can contain information about five sprinklers in the same premises. If deficiencies are identified, the location of each deficient system and the nature of the deficiency in that system shall be clearly identified.

6. After deficiencies are repaired, a report documenting that the system functions with no deficiencies (a “clean test report” or a “white tagged report”) shall be submitted. If more than one deficient system was identified on a single report as described in item 5 above, the certified technician or the company employing them has two reporting options:

   a. Submit one clean test report documenting that each deficient system identified on the original report has been corrected. This option is most useful when all the corrections are completed on a very similar timeline.

   b. Submit information about repairs to each deficient system identified on the original report as repairs are completed, rather than waiting until all deficiencies have been corrected. In this case, the third party vendor’s application will not consider the original report to be resolved until each of the deficient systems has been updated as corrected. This option is most useful when the system repairs are not able to be completed on similar timelines. In this case, the per report fee as specified in item 3 is only charged once all the deficiencies listed on the original report have been reported as corrected. In other words, multiple correction reports may be filed related to deficiencies contained in the original report, however only one reporting fee will be charged, at the point when all the deficiencies have been corrected.

NFPA standards have additional inspection requirements beyond annual testing and the building owner shall be responsible to continue performing these inspections and maintaining records on the premises. These testing and inspection results are not required to be submitted to the Seattle Fire Department. The building owner is responsible for ensuring that correctly certified individuals are conducting the tests.

Table 1: Required Systems Test Reports and Submittal Frequency

Fire Protection System Type	Code/Standard	Frequency
Alternative Extinguishing Systems (CO^2, clean agent, dry chem)	Seattle Fire Code 901.6	Annual
Automatic Sprinkler Systems - Dry	Seattle Fire Code 901.6	Annual
Automatic Sprinkler Systems - Wet	Seattle Fire Code 901.6	Annual
Emergency Alarm Systems (Haz Mat)	Seattle Fire Code 5003.2.9	Annual
Emergency Generators	Seattle Fire Code 604.3	Annual
Fire Alarm Systems	Seattle Fire Code 901.6	Annual
Fire Escapes	Seattle Fire Code 1104.16.5.1 SFD Administrative Rule 11.01.14	Every five years
Fire Pumps	Seattle Fire Code 913.5 NFPA 25 Chapter 8	Annual
Rangehood	Seattle Fire Code 901.6	Every six months
Smoke Control Systems	Seattle Fire Code 901.6	Annual
Standpipe Systems	Seattle Fire Code 901.6	Every five years
Standpipe Systems – Marinas	Seattle Fire Code 901.6	Annual

Section 6. MARKING FIRE PROTECTION SYSTEMS

A service label or tag conforming to this section shall be securely attached to each fire protection system or item of fire protection equipment at the time of initial acceptance testing, and after all subsequent inspection, testing and maintenance. The following information shall be printed on all yellow or white service tags or labels:

1. The words "**DO NOT REMOVE BY ORDER OF THE FIRE MARSHAL**."
2. Name, address and telephone number of the business or firm performing the testing.
3. Date that work was performed.
4. Printed name of person performing work.
5. Seattle Fire Department certification number of person performing work.
6. Description of work performed (for white tags), or description of any deficiencies found (for yellow tags).

White Tag – No Deficiencies

Systems with no deficiencies shall be tagged with a white service tag or label. The system test report shall be added to the third party vendor's website so that the Seattle Fire Department can review the reports **within 7 calendar days of the test**.

> **Note:** If the system has any deficiencies listed on the test report, then it cannot be certified as a white tag.

Yellow Tag – System Has Deficiencies
Systems that are functioning, but have deficiencies, shall be tagged with a yellow service tag or label and the system test report shall be added to the third party vendor's website so that the Seattle Fire Department can review the reports **within 7 calendar days of the test**.

Red Tag – Impaired System/System Out of Service
Fire protection system(s) that are impaired for any length of time shall be tagged with a red impairment tag and the system test report shall be added to the third party vendor's website so that the Seattle Fire Department can review the reports **before the end of the day of the test.**

> **Note:** If a planned or emergency impairment is anticipated to take a system out of service for more than eight hours, **in addition to submitting a test report to third party vendor's website, the Seattle Fire Department must be also notified in accordance with Administrative Rule 9.06.14** and any future revisions adopted by the fire code official.

Formats for Tags or Labels
The tag or label shall be of the self-adhesive type or the wire-hanging type. In addition, for red tags, the tag or label shall be clearly visible, weather resistant, and of sufficient size (typically 4 inches x 6 inches). The following formats shall be used for all service tags and labels:

<table>
<tr><td colspan="4">NO DEFICIENCIES</td></tr>
<tr><td rowspan="6">DO NOT REMOVE

By Order of the Fire Marshal</td><td>Year</td><td>Month</td><td>Next Due Date</td></tr>
<tr><td colspan="3">Testing Firm</td></tr>
<tr><td colspan="3">Address</td></tr>
<tr><td colspan="3">Phone</td></tr>
<tr><td colspan="3">Serviced by</td></tr>
<tr><td colspan="3">Seattle Fire Dept. Certificate No.</td></tr>
<tr><td colspan="4">Description of work</td></tr>
<tr><td colspan="4"></td></tr>
<tr><td colspan="4"></td></tr>
</table>

SYSTEM DEFICIENCIES			
DO NOT REMOVE By Order of the Fire Marshal	Year	Month	Next Due Date
	Testing Firm		
	Address		
	Phone		
	Serviced by		
	Seattle Fire Dept. Certificate No.		
Description of deficiencies			

IMPAIRED SYSTEM			
DO NOT REMOVE By Order of the Fire Marshal	Date and Time Impairment Began	Anticipated Date and Time System Will Be Returned to Service	Impairment Type ☐ Planned ☐ Emergency
	Testing Firm		
	Address		
	Phone		
	Serviced by		
	Seattle Fire Dept. Certificate No.		
	Impairment Coordinator		
Description of impairment:			

Section 7. LOCATION OF SYSTEM TAGS

Table 2 on the following page lists the location for placement of systems tags for non-impaired systems (yellow and white tags) and impaired systems (red tags).

Table 2: Location of System Tags

Fire Protection System Type	Location of White and Yellow System Tags	Location of Red Impairment Tags
Alternative Extinguishing Systems (CO^2, clean agent, dry chem)	On the agent supply tank or pull device	Same as White/Yellow
Automatic Sprinkler Systems	On or adjacent to the sprinkler control valve	Same as White/Yellow, and at each fire department connection (FDC)
Emergency Alarm Systems (Haz Mat)	In a readily viewable location	Same as White/Yellow
Emergency Responder Radio Enhancement Systems	Fire alarm control panel	Same as White/Yellow
Emergency Generators Required by Fire Code	At the generator and/or FCC	Same as White/Yellow
Fire Alarm Systems	Fire alarm control panel	Same as White/Yellow, and at Fire Command Center (FCC) if FCC present
Fire Pumps	On the pump controller	Same as White/Yellow, and at Fire Command Center (FCC) if FCC present
Portable Fire Extinguishers	On the control valve of the extinguisher or cylinder	Replace Fire Extinguisher
Rangehood	Control valve of extinguisher or cylinder	Same as White/Yellow
Smoke Control Systems	On the manual control panel, or fire alarm control panel if no smoke control panel is installed	Same as White/Yellow, and at Fire Command Center (FCC) if FCC present
Standpipe Systems	On or adjacent to the lowest outlet	Same as White/Yellow, and at each fire department connection (FDC)
Standpipe Systems – Marinas	On or adjacent to one fire department connection	At each fire department connection (FDC) where multiple connections are present

Section 8. NOTIFICATION REQUIREMENTS FOR IMPAIRMENTS

If a planned or emergency impairment is anticipated to take a system out of service for more than eight hours, the Seattle Fire Department must be notified in accordance with Administrative Rule 9.04.14 and any future revisions adopted by the fire code official.